

## Mail

Offenders may receive letters (no packages) and photos (no Polaroids or nudity) from family/friends. Personal letters will be opened and searched for contraband, unacceptable items will be returned to the sender. Offenders with funds must purchase envelopes and postage from commissary, no stamps or stationery will be accepted. Offenders may send out packages (i.e. hobby crafts, excess property or contraband) at their own expense. Offenders without funds (indigent) will be provided stationery and postage for one (1) personal letter per week. The facility resource center staff or designee will handle all incoming or outgoing legal mail.

## Telephones

Telephone availability will also vary by custody or housing assignment. All telephone calls made by offenders will be "collect" to the receiving party. Rates will vary by distance and will be more expensive than the average collect call. We encourage the use of letters to avoid the potential financial hardship placed on families due to the collect call rates from institutional "inmate phones." Families may contact the facility in the event of an emergency. The staff receiving the call will conduct a "crisis call" procedure, verification of the emergency and notification of the offender will be handled by counseling staff.

## Visiting

All potential visitors must complete a visiting application (provided by the offender or facility visiting staff) and a criminal background check will be completed. The offender will be notified upon approval or denial (3 or 4 weeks) in order to notify the applicant. Visiting times and days will vary by institution; offenders are responsible to provide schedule information. Visitors may contact the facility visiting staff to confirm housing location and times.

## Concern/Grievance Process

Offenders may communicate problems and issues to be resolved by writing a concern or "kite" to the person or area most directly involved. Offenders are required to first attempt to resolve issues informally at the lowest possible level, rather than directly to the administration. If the offender feels the issue has not been resolved, they may file a grievance. The facility head has the final appellate authority.

## Disciplinary and Appeals

A violation of institutional rules can result in a Disciplinary Offense Report (DOR) and depending on the seriousness of the offense, offenders may be placed in restrictive housing or pre-hearing detention until the offense report is heard by the Facility Hearing Officer (FHO). Sanctions imposed by the FHO during the hearing, range from loss of privileges to disciplinary detention. If an offender is placed into restrictive housing, telephone usage and personal property access is also restricted. Written communication is allowed. Offenders are afforded the opportunity to appeal the FHO decision by filing a Disciplinary Appeal Form. The facility head may affirm, modify, or dismiss the DOR.

## Parole

When an offender is nearing completion of the determinate or "fixed" portion of their sentence, a pre-parole process will begin. Parole hearing officers assigned by the Commission of Pardons and Parole or facility counselors will prepare a report for review. The Parole Board will make a determination to approve or deny parole privileges. If placed on parole, offenders will be assigned a parole officer near their place of residence and will be supervised under the authority of Community Corrections. The Idaho Department of Correction does not have the authority to release an offender prior to serving the sentence imposed, only the Commission of Pardons and Parole or the sentencing jurisdiction may do so.

# IDAHO DEPARTMENT OF CORRECTION



## MISSION

*Our mission is to protect the public.*

*We safely manage offenders, provide opportunities for offenders to change, and successfully return offenders to communities.*



## INTRODUCTION FOR FAMILY & FRIENDS

When an individual is sentenced to the Idaho Department of Correction (IDOC), often this can be a very difficult time for both the offender and their family/friends. This brochure is provided to answer some frequently asked questions related to incarceration and provides a general overview of what to expect.

[www.corrections.state.id.us](http://www.corrections.state.id.us)

## Reception and Diagnostic Unit (RDU)

Upon being received by the IDOC, every individual is placed into RDU for a brief orientation, assessment, and diagnostic process. The average length of stay in RDU is fourteen (14) to twenty-one (21) days. During this period, every offender will be evaluated in the following areas: medical, dental, dietary, education, drug/alcohol abuse, psychological, and programming needs. These assessments measure the risks and needs for each offender and provide a foundation that will begin the journey to change and ultimately a successful return to the community.

## Classification

At RDU and subsequently after leaving RDU, each offender will be "classified" or scored based on: crimes, sentence, previous history, institutional behavior, escape risk or history, and program participation. The final score will determine, whether the offender is **Close, Medium, Minimum, or Community** custody. The custody level is a tool to help determine proper facility placement and can be adjusted up or down based on pending charges and institutional behavior.

## Facilities

**IMSI**-Idaho Maximum Security Institution (Male-Close, Death Row)  
**ISCI**-Idaho State Correctional Institution (Male-Medium, RDU)  
**SICI**-South Idaho Correctional Institution (Male-Minimum, Pre-Release)  
**ICIO**-Idaho Correctional Institution-Orofino (Male, Medium, Work Camp and Protective Custody)  
**ICC**-Idaho Correctional Center (Male-Medium)  
**NICI**-North Idaho Correctional Institution (Male, Retained Jurisdiction, "Riders")  
**PWCC**-Pocatello Women's Correctional Center (Female-all custody)  
**SAWC**-St. Anthony Work Camp (Male-Minimum or Community Custody)  
**NAMPA CWC**-Community Work Center (Male)  
**IDAHO FALLS CWC**-Community Work Center (Male)  
**TWIN FALLS CWC**-Community Work Center (Male)  
**EAST BOISE CWC**-Community Work Center (Female)  
**SOUTH BOISE WOMENS CORRECTIONAL CENTER**  
(Female-Retained Jurisdiction, "Riders")

## Retained Jurisdiction -"Rider"

This is a relatively unique sentencing program in Idaho that allows the judge to maintain or retain the court's jurisdiction for 120-180 days from the date of sentencing. Towards the end of the program, the facility will complete a report for the judge (based on program participation and behavior) to help make the decision to either place

the offender on probation or "drop jurisdiction" and have them serve the imposed sentence.

## Programs

All IDOC facilities offer programs to assist offenders with a successful reintegration into society. Programs including education, employment training, drug/alcohol education, Alcoholics Anonymous (AA), Narcotics Anonymous (NA), Parenting, Cognitive Self-Change (CSC), religious activities, and sex offender treatment are offered at most facilities. Programs are considered voluntary; however, some program attendance may be required by the Parole Commission or the individual facility in order for an offender to obtain a job or receive other institutional privileges.

## Education

All IDOC facilities offer a myriad of educational opportunities including some or all of the following: GED, high school diploma, computer skills, pre-employment skills, flagging classes, college course studies, library access, and genealogy.

## Work

All offenders are encouraged to work, attend programs or school. Jobs can range from fifteen (15) to forty (40) hours per week in areas as: clerks, janitors, food service, grounds care, maintenance and barbers. Correctional Industries (CI) jobs are offered at ISCI, SICI, ICIO, PWCC, and the St. Anthony Work Camp. CI provides vocational training in woodworking, metal fabrication, upholstery, signs/decals, agriculture and sales. A job is a privilege and may be compromised by poor institutional behavior.

## Recreation and Hobbies

All facilities offer recreational activities ranging from playing cards to football. Recreation opportunities are scheduled and structured by the facility and are considered a privilege that can be compromised by poor individual institutional behavior and program participation. Hobbies or crafts are determined by custody level and vary from institution to institution. Offenders must purchase hobby supplies through the facility hobby craft coordinator only. Hobbies or crafts are a privilege and may be compromised by poor institutional behavior.

## Medical/Dental

Offenders are provided medical services from physicians, nurses, dentists, optometrists, physician's assistants, medical technicians, and other specialized providers as needed. Offenders are required to pay a minimal fee or co-pay for initial visits and medications. Ordered follow-ups or chronic condition visits are free of charge. Medical services will not be denied based on inability to pay.

## Funds

The inmate banking system is statewide and will follow the offender regardless of where he/she resides. Money may be earned by institutional paying jobs (minimal hourly rates vary by job) or deposits from friends/family. Deposits must be in the form of a money order and must include: name of sender, name and IDOC number of offender, and housing location. Please do not send cash - tracking of lost or misplaced cash is impossible. The IDOC will not be responsible for lost or missing cash. Money orders may be sent to the offender (will be removed by staff) or mailed to:

IDOC Inmate Banking  
1299 North Orchard, Suite 110  
Boise, ID 83706

## Commissary

Commissary menus vary by custody level and facility, i.e., a close custody menu would be more restricted. Offenders with funds or account balances may purchase items weekly (food, hygiene, clothing, shoes, TV's, radios, etc.). Commissary is a privilege and may be compromised by poor institutional behavior.

## Property

Like commissary, property allowances vary by custody level. Property inventories and files are maintained by the facility property officer, and will follow the offender should there be a transfer to another facility. Clothing will be provided and reissued as needed. Additional items (i.e., sweats, name brand shoes, etc.) may be purchased from commissary. NO items may be mailed into the facility from family or friends. Books and magazine subscriptions must be sent directly from the publisher or bookstore. Excess property, contraband, or confiscated items must be mailed out, donated, or destroyed at the direction of the offender within forty-five (45) days of being confiscated.